

Addendum to First Steps Policy & Procedure Manual
Relates to: Policy XII and
II Point of Entry – 911 KAR 2:110 Section 1 (6)(c)4
Effective: August 1, 2007

Policy XII: *Initial Service Coordinators shall institute a screening process to determine the need for initial Primary Level Evaluation.*

Procedure:

1. Upon receiving a referral on a child the Initial Service Coordinator or other designated POE staff shall verify the following information:
 - a. The child is between the ages of birth and three; and
 - b. The child resides in Kentucky and within the assigned POE District; and
 - c. There is a concern that the child has a developmental delay.
2. If 1a, 1b and 1c are true, proceed to intake as described in 911 KAR 2:110 Section 1 (6)(c). Until further notice, procedure 1a through 1c shall constitute the Department for Public Health approved screening test referenced in 911 KAR 2:110 Section 1 (6)(c)(4).
3. If 1a, 1b or 1c are false, refer the referral source to the appropriate agency for services regarding that child and family.
4. Children with Established Risk conditions who meet the criteria in step 1 above will be referred to a Primary Level Evaluator for a Five (5) Area Assessment using a cabinet-approved criterion referenced instrument (See RES-15) to guide program planning.